

6/25/07
(13)

TOWN OF ACTON

Building Department

INTERDEPARTMENTAL COMMUNICATION

To: Don P. Johnson, Town Manager **Date:** June 22, 2007

From: Garry A. Rhodes, Building Commissioner



Subject: Banner request

The Board of Selectmen are in receipt of a request to install a banner in West Acton. The banner is to welcome back a soldier returning from duty in Iraq. As you are aware there are three locations for banners in Acton. The use of the banner locations is limited by the Board of Selectmen Policy to non-profit charitable organizations. I have attached a copy of the policy. Generally speaking the banner locations are committed up to 6 months before an event, however, it just so happens, the West Acton location is open for the dates requested. For the first six months this year 23 events have been advertised at the three locations. Several times organizations have been denied because all locations have been filled. Please advise if a permit should be issued to install this banner. If the banner is allowed to be installed should the banner policy be revised?

*Agenda
Consent
6/25/07*

To The Board of Selectmen
Town of Acton Massachusetts

June 21, 2007

Dear sirs, the purpose of this letter is to ask the Board of Selectmen to approve the placement of a banner across route 111 at the corner of Spruce Street in West Acton center. The family of Sgt. Timothy Plante who will be returning from duty in Iraq on or about July 25, 2007 would like this banner to be in place to welcome him back to his home town. The Plante family would pay all fees and cost associated with the purchase of the banner and for the hanging and removal of the banner. If approved we would like the banner in place for one week beginning on July 24th and being removed on July 30, 2007.

We thank you for your consideration in this issue.

Richard and RheEtta Plante
5 West Road
Acton, MA 01720
Telephone Number 978-263-6689

TOWN OF ACTON
BOARD OF SELECTMEN

POLICY NO. _____

Date of Adoption _____

Subject: Signs within the Right of Way

1. Need for this policy: Certain routine requests for signs within the right of way currently must come before the Selectmen for approval. By providing a set of guidelines the Board can reduce their deliberations.

2. Objective of this policy: To provide a standard, published set of guidelines for approving sign requests.

3. Projected impact of this policy: It is anticipated that adoption of this policy will have little impact of the workload of the Town Manager or staff, will decrease the number of items that must come before the Selectmen and will provide citizens with a procedure for their sign requests.

4. Statement of Policy:

(a) Banners across public ways controlled by the Selectmen may be authorized by the Town Manager, or his designee under the following conditions:

1. Sponsors must be a non-profit, charitable, organization.
2. Only one banner may be allowed per event.
3. It may be displayed for a maximum of 14 days immediately before and during the event.
4. Banners may be installed at one of the preset permanent locations. Any other locations for banners are subject to Town approval.
5. No banners are allowed over State highways or, on or over State bridges.
6. Banners are prohibited in Acton Center Historic District unless specifically approved by the Board of Selectmen.
7. Town to install all banners.
8. No fee will be charged.
9. Insurance is not required as a condition of approval, but is strongly recommended.
10. Banners must be made of a mesh material, with grommets along the top and at the four corners. They can not exceed 3' x 20' in dimension.

(b) Religious signs for directional purposes on ways controlled by the selectmen may be authorized by the Town Manager or his designee under the following conditions:

1. Only two such signs may be allowed per congregation.
2. The congregation is to select the locations within the right of way, but not in a State layout. They must be approved by the Town.
3. The maximum display area for each sign is six square feet.
4. No fee will be charged.

(c) Signs on public shade trees are not allowed

(d) Temporary a-frame signs for the purpose of advertising charitable, non-profit events or functions may be authorized by the Town Manager or his designee.

1. Sponsors must be a non-profit, charitable, organization.
2. Only four such signs may be allowed per event.
3. They may be displayed for a maximum of 14 days.
4. Locations subject to Town approval, but not in a State layout.
5. The maximum display area is 10 square feet.
6. No fee will be charged.
7. Insurance is not required as a condition of approval, but is strongly recommended.

(e) Signs not conforming to this written policy are subject to the approval of the Board of Selectmen.

5. Means by which this policy shall be implemented: This policy shall be implemented by the Town Manager or his designee. An information packet will be developed detailing the procedure to be followed for filing a request.

6. Effective date of the policy and implementation target date: This policy will be effective immediately upon adoption by the Board of Selectmen under the procedure set forth in Policy 1000.0.

7. Date on which the policy shall expire. Indefinite.

Board of Selectmen

Clerk